

Meeting No: 16
Date and time: 15th June 2020
Place: 11-15 Thistle Street EH2 1DF

Attendees: Ian Russell, Chair
Benny Higgins (partial)
Grahame Smith (partial)
Iain Docherty
Jan Webb
John Trower
Ken Gillespie
Mary Pitcaithly
Rachel Skinner
Sara Thiam
Tony Rose
Jonathan Moore
Lynne Ward
Paula Richardson

No	Item
1.	Introduction
	The Chair welcomed the Commissioners to the meeting.
2.	Minutes from Previous Meeting
	Approved
3.	Actions from Previous Meeting
	All actions were seen to be complete, with the exception of those related to the ongoing work on the Phase 2 report.
4.	Update on Activity since CM15
	The further remote engagement activities were discussed, which had been undertaken since the previous Commission meeting. These had been valuable to refine the Phase 2 findings and related recommendations.
5.	Phase 2 Final Report
	The draft report was discussed in detail, with Commissioners providing comments and input to develop the next version. It was noted that the final version would be agreed by email, prior to publication.
6	Communication Update for Publication
	The Phase 2 communications approach was discussed. The ability to raise awareness of activities will continue to be reviewed, reflecting the limitations during lockdown.
7.	AOCB

	<p>Cabinet Secretary Michael Matheson attended the meeting, to update on how Phase 1 recommendations were being considered both short term as part of the Covid-19 recovery plan; as well as longer-term, with details being included within the Infrastructure Investment Plan later in the year. The Cabinet Secretary also committed to provide the Commission with a full response to all recommendations directly.</p> <p>The next stage timetable was agreed, in order that the report can be provided to Ministers by the end of June, followed by publication in July.</p>
<p>8.</p>	<p>Close</p>
	<p>The Chair thanked the Secretariat and his fellow commissions for all of their work in the last 18 months.</p>